

# CHAPTER 20: MUNICIPAL FACILITIES

Municipal facilities are City-owned structures and grounds not covered in other chapters of the plan that provide the City with office, storage, maintenance, court, and gathering space for carrying out community and government functions. The municipal facilities chapter addresses facilities for street services, facilities maintenance, maintenance facilities for City equipment and vehicles, Code Compliance, Environmental Management, municipal buildings, and Municipal Court. Other facilities such as parks, police, fire, and libraries are addressed in separate chapters.

Also covered in this chapter is the overall provision of public buildings. As population increases and undeveloped areas of the city begin to develop, new public facilities will be needed. It is important to coordinate the planning of these new facilities to create the opportunity for shared use among City departments. Shared facilities in some cases will allow the City to provide services in the most efficient manner possible by avoiding duplication.

## EXISTING CONDITIONS AND TRENDS

City facilities are designed, constructed, and maintained by the Facilities Management Group of the Transportation and Public Works Department (T/PW). Facilities Management builds City facilities after other departments have secured the site and funding for the facility. Currently, there is not a process for joint review of proposed new buildings for co-location opportunities. City staff are working to establish such a process to identify potential opportunities for joint facilities.

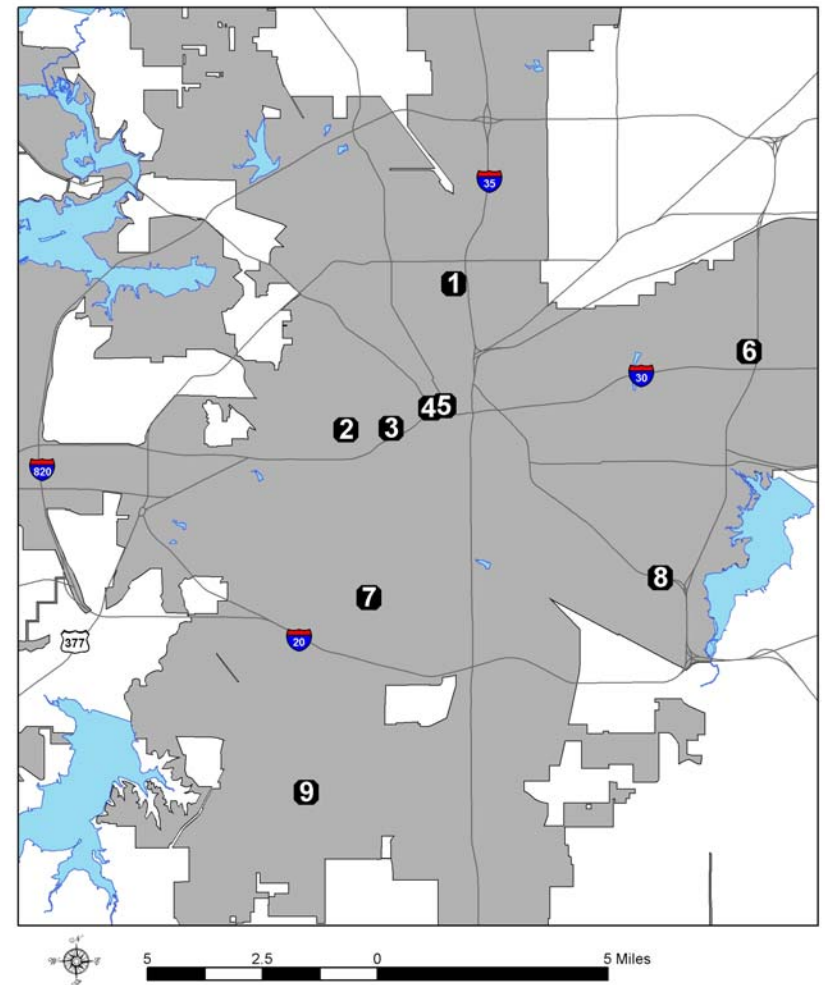
### Street, Equipment and Telecommunication Facilities

Street services such as signs, signals, and street markings are provided by the Street and Traffic Services Division of T/PW. Facilities supporting these services are located at the Harley Service Center at Harley Avenue and Montgomery Street, the Southside Service Center on Columbus Trail, and a facility on Brennan Avenue. The facilities are industrial in nature, generating heavy truck traffic and requiring large outside storage areas and storage warehouses.

The Equipment Services Department maintains and repairs City-owned equipment and vehicles at five locations: the Southside, Downtown, Harley, Brennan Avenue and Bolt Street Service Centers and facilities. Three of these locations plus the Southeast Service Center provide alternative fuel, gasoline, propane and diesel fuel for City vehicles. In order to maximize efficiency, maintenance, repair, and fueling services are generally provided at locations where equipment and crews are based.

The City recently upgraded its existing internal telecommunications infrastructure. The City will construct a new communications tower in the Far West sector. The Western Communications Tower project's targeted date for completion is October 2005. The communications tower will be used for communication among the public safety community. The City offers city facilities, e.g. buildings, communication

## Municipal Buildings and Service Centers



- |  |                                    |
|--|------------------------------------|
| 1. Brennan Service Center                    | 6. Environmental Collection Center |
| 2. Harley Service Center                     | 7. Tire Service Center             |
| 3. Water Service Center                      | 8. Southeast Service Center        |
| 4. Downtown Service Center                   | 9. Southside Service Center        |
| 5. City Hall, City Hall Annex, Public Safety |                                    |

The map above shows the existing service centers throughout the city and the location of municipal buildings. The Harley Service Center will eventually be relocated to the Federal Depot site at I-20 and James Avenue. (Sources: Transportation and Public Works Department, Equipment Services Department, 2004.)

towers, etc., for antenna co-location opportunities. The City currently is a telecommunications tenant at Burnett Plaza and leases space on the Bergh Tower in Euless.

### **Gas Wells**

There are approximately 417 gas wells permitted and over 1,000 gas wells that could potentially be drilled within the city limits. The drilling and production of gas wells within Fort Worth is regulated primarily with Ordinance #14880 which provides that all property owners, those owning mineral rights and those that do not, peaceably enjoy the benefits and revenues of their property. These regulations are intended to protect the health, safety and general welfare of the public, minimize the potential impact to surface property and mineral rights owners, protect the quality of the environment, and encourage the orderly production of available mineral resources.

Gas well sites may be located on City property with the consent of the City Council. Buildings not associated with the operations of the well are not to be constructed within 200 feet of an existing gas well. Gas wells are not to be drilled within 300 feet of an existing building not necessary for the operation of the well. The distance that a building, used or designed and intended to be used for human occupancy, may be constructed from an existing well may be reduced to 200 feet with the unanimous consent of all the surface property owners, the permitted well operator and three-fourths affirmative vote of all City Council members.

### **Code Enforcement Facilities**

The City enforces its Environmental, Solid Waste, Land Use, Nuisance, Minimum Building Standards, Multifamily Inspection and Illegal Dumping codes through the Code Compliance Department. Staff work out of one main office, located on Texas Street, and eight branch offices, five of which are leased. Since Code Compliance officers generally work in the field, and work closely with the Police Department and other public safety agencies, branch offices are either located close to, or are housed with other city services in existing facilities, such as police storefronts and community centers.

### **City Hall, City Hall Annex, Public Safety and Courts, and Zipper Building**

Fort Worth's three municipal buildings are centrally located in Downtown, grouped around the intersection of Throckmorton and West 10<sup>th</sup> Street. City Hall provides offices for the City Manager, Mayor and City Council, Law, Finance, Internal Audit, Engineering, Planning, Transportation and Public Works, Equipment Services, Development, Human Resources, and Information Technology Solutions. Meeting space is provided for public hearings and workshops. The complex provides convenient access for developers and the public to departments that are often needed simultaneously. City Hall Annex is located across the street in the historic Lone Star Gas building, providing space for Housing, Water, Human Resources, Environmental Management, and the Community Relations Departments. The historic Public Safety and Courts Building provides space for Municipal Courts, the Fire Department, and Traffic Engineering.

### **Southeast Service Center Facilities**

Facility	Service Division	Square Footage
Office building	DEM/Air Quality and Water Quality	5,418
Spill response shop	DEM/Water Quality	9,300
Storage building	DEM	5,520
<b>Total Building</b>		<b>20,238</b>
<b>Total Site</b>		<b>18.4 acres</b>

The Southeast Service Center, located at 5000 Martin Luther King Freeway, has facilities originally designated for various Department of Environmental Management (DEM) operations. (Source: City of Fort Worth, 2003.)

### **Municipal Court**



Municipal Court is located Downtown in the Public Safety and Courts Building. Two satellite locations have been established in southeast and north Fort Worth to improve access to basic Court services. (Source: Municipal Court, 2001.)

Neither City Hall nor the Public Safety Building has surplus office space. As the population increases and staff increases to meet the development needs of the public, additional office, meeting, and public space will be needed for the departments and services currently housed in those buildings.

The City recently purchased the two-story, 70,000 square foot building at the southeast corner of Monroe and 13th Street, commonly known as the Zipper Building. MCI leases the first floor. The second floor will be renovated to provide office space for much of the staff of the ITS and Finance Department currently housed in City Hall. The office space vacated in City Hall by this move will be used to address critical space needs of other City Hall departments. Most notably the Development Department will expand and establish a consolidated Building Permit Center to better serve citizens and local businesses/developers.

There is one municipal parking garage located Downtown, with 338 employee spaces. An additional 170 spaces are provided Downtown at City-owned and leased parking lots. However, there are not enough spaces available to meet current employee parking needs, and additional parking will be required as staff expands. Expansion of the existing municipal parking garage or construction of a new garage has been discussed.

#### **Municipal Court**

Fort Worth Municipal Court is located Downtown at 1000 Throckmorton in the Public Safety and Courts Building. Municipal Court is a court of record providing the City control over the adjudication of misdemeanor violations occurring within the city limits. On average, between 350,000 to 400,000 new citations are filed annually. These include traffic, general complaint (City ordinance and penal code violations), and parking citations. The volume of citations filed constantly challenges the department to manage its case flow. Case flow is defined as the various steps or processes a citation undergoes from its initial filing to final disposition. Municipal Court relies heavily upon automated systems to support manual processes to ensure every case is docketed or reviewed for action. However, a new case management and electronic document management system will be implemented in September 2005 which will further streamline work processes in Municipal Court. The new system will significantly enhance customer service and service delivery.

Municipal Court is divided into four divisions: (1) Administration, (2) Judicial, (3) Court Clerk, and (4) City Marshal. The Administration Division has responsibility for management of overall departmental operations and acts as the liaison with other agencies. Additionally, the Division includes the Ground Transportation Office located at 909 Taylor Street, which monitors and regulates ground transportation activities and service providers. An additional responsibility includes conducting 'truancy/failure to attend' hearings at the Fort Worth School Attendance Court.

The Judicial Division is comprised of eleven judges, including a Chief Judge and a Deputy Chief Judge. Primary responsibilities include adjudication of cases scheduled on the various dockets for five courtrooms and the School Attendance Court, and reviewing and signing warrants. In addition, judges serving in the capacity of

#### **Southside Service Center Facilities**

<b>Facility</b>	<b>Service Division</b>	<b>Square Footage</b>
Service Center	DEM/Solid Waste	13,248
	Equipment Services Admin.	28,560
	TPW/Street Services	13,248
Garage #1	DEM/Solid Waste	1,600
Garage #2	TPW/Street Services	6,000
Fuel station & truck wash	Equipment Services	1,774
Storage	DEM and TPW	6,018
Communications	Information Technology Solutions	480
<b>Total Building</b>		<b>70,928</b>
<b>Total Site</b>		<b>19.6 acres</b>

The Southside Service Center, located at 4100 Columbus Trail, houses the Solid Waste Division of the Department of Environmental Management (DEM); the Equipment Services Department administrative offices and a vehicle maintenance and repair shop; and the Street Services Division of the Transportation and Public Works Department (TPW) which schedules street maintenance operations. There is also an Information Technology Solutions communications tower building. (Sources: Department of Environmental Management, Transportation and Public Works Department, 2003.)

magistrate, conduct arraignment hearings at the Tarrant County Jail facility. This Division includes the Teen Court program, which is designed to provide alternatives for youths who have received citations.

The Court Clerk Division has responsibility for activities related to the case flow process, the collection and posting of fines, management of the City's jury system, community service operations, and warrant issuance.

The City Marshal Division has responsibility for warrant service, prisoner bonding, prisoner transfer, courtroom security, and building security. The division is also responsible for oversight of the Lake Patrol Office, located at 7500 Surfside Drive, Lake Worth. Staffing for Lake Patrol operations is comprised of five Deputy City Marshals and one Senior Deputy City Marshal who have responsibility for patrolling approximately 3,560 acres of the Lake Worth recreational area, which includes Lake Worth, the Fort Worth Nature Center and Refuge, surrounding neighborhoods, and 14 surrounding City-owned parks.

Municipal Court is improving the effectiveness of court operations through continued development of technology and satellite facilities. The Court is seeking to expand the options available to citizens through the utilization of an Interactive Voice Response (IVR) system. A main objective is to facilitate payment of tickets without the need to have citizens come Downtown. Through a joint venture with the Fort Worth Water Department, two satellite locations were established in Southeast and North Fort Worth in 2001 to facilitate access to basic Court services. Additionally, Internet access is available on-line through the City's web page, which provides general information regarding court activities and fine schedules.

Municipal Court also operates an off-site School Attendance Court located at 2215 Weiler Boulevard. The School Attendance Court was established in April 2001 through an interlocal agreement with the Fort Worth Independent School District. This Court handles school attendance-related cases filed by the District. The City of Fort Worth and the FWISD have a collaborative venture in hearing truancy cases. These cases involve students who fail to attend school and parents who contribute to non-attendance behavior. The Texas Education Code allows truancy cases to be heard by Municipal Courts. The Fort Worth School Attendance Court was established in collaboration with the FWISD as part of a Comprehensive Truancy Intervention Program. The program's initiative is to aggressively address truancy problems and encourage school attendance.

#### **Future Facilities**

The City's capital improvement bond program provides funding for the facilities that house the services discussed above. However, these services must compete with other City services for funding. Many facilities, such as parks and recreation, libraries, and fire have local and national standards, which help to determine when new facilities are needed. The operational and municipal facilities do not. Standards are useful for ensuring adequate provision of services and for determining the need for additional facilities.

### **Municipal Buildings**

Facility	Address	Square Footage
City Hall Annex	908 Monroe Street	59,035
City Hall	1000 Throckmorton Street	200,000
Municipal Complex Power & Service Building	1000 Monroe Street	2,888
Public Safety Building	1000 Throckmorton Street	101,000
<b>Total Building</b>		<b>362,923</b>

The municipal buildings are centrally located in south Downtown. Both City Hall and the Public Safety Building are being used to full capacity. (Source: *City of Fort Worth, 2002.*)

### **Bolt Street Facilities**

Facility	Service Division	Square Footage
Fuel Station	Equipment	N/A
Tire Shop	Equipment	10,000
Supply Warehouse	Fire	15,000
Equipment Shop	Fire	8,000
Public Safety Communications Center	Police	15,845
<b>Total Building</b>		<b>48,845</b>
<b>Total Site</b>		<b>13.8 acres</b>

Facilities located at 2950 West Bolt Street provide warehouse and equipment services for the Fire Department and a communications station for the Police Department. (Source: *Equipment Services Department, 2001.*)

As the city grows, the decentralization of some municipal services may serve the population better. These decentralized municipal complexes could be developed in different forms, depending on the most efficient and effective service delivery. These could include one large facility or building that houses compatible services, or the co-location of multiple facilities on one site with separation of incompatible uses. The City currently offers City facilities, e.g. buildings, communication towers, etc., for telecommunications co-location opportunities. Careful planning and review will encourage the development and use of shared facilities and result in cost savings and increased service to the public.

Growth centers will be ideal locations for some facilities that provide City services. It is important for most City services to be located near the population that is to be served. Just as many City services are centralized in Downtown, growth centers will provide an opportunity for appropriate services to be grouped in main activity centers and areas easily accessible to major portions of the population. The City should plan ahead and, when appropriate, purchase properties in growth center areas before these areas experience further development. This will help to ensure the best placement for these services and facilities.

Chapter 14: Urban Design emphasizes the importance of the design and location of public buildings and public spaces to the character and vitality of the community. Careful planning will ensure that future public buildings and facilities are compatible with surrounding structures and neighborhoods and that future decentralized public services are sited to best serve the public.

## GOALS AND OBJECTIVES

Provide municipal facilities to effectively and efficiently meet the needs of service providers and the public.

- Complete a facility master plan process by the summer of 2006.
- Relocate the facilities currently located at the Downtown Harley Service Center to another site by spring 2006.
- Develop, implement and monitor ground transportation ordinances. Implement recommendations resulting from ground transportation study as appropriate.
- Implement security measures throughout municipal complex.
- In 2006, implement technology plan comprised of a document management system, and a new case management system for quicker accessibility in retrieving records and streamlining processes for enhanced
- In 2006, continue to review the feasibility of expanded services to include additional locations and expansion of service options for accessibility and flexibility to customers.
- In 2006, continue to evaluate customer service training and practices, building on customer service philosophy thus providing a user friendly environment.

## Harley Service Center Facilities

Facility	Service Division	Square Footage
Harley Administrative Station	Streets	2,000
Light and Signal Office and Shop	Streets	7,000
Light and Signal Building	Streets	3,488
Warehouse #1	Streets	7,300
Storage Building	Streets	4,000
Street Office	Streets	3,433
Equipment Shed 1 & 2	Streets	12,090
Signs and Marking	Traffic	5,000
General Service	Building	3,200
Storage Shed	Building	3,150
Assembly Room	Building	2,796
Harley Fuel Station	Equipment	481
Harley Body Shop	Equipment	3,796
Garage Including Main Office	Equipment	24,550
Welding Shop Equipment Garage	Equipment	3,120
<b>Total Building</b>		<b>85,404</b>
<b>Total Site</b>		<b>11.9 acres</b>

The Harley Street Complex, located at 3409 Harley Avenue, occupies nearly 12 acres of land. It provides street, traffic, building, and equipment services. Due to its current proximity to the Fort Worth Cultural District and the Botanic Garden, the industrial complex is being relocated to the Federal Depot site at 5001 James Avenue. (Source: City of Fort Worth, 2004.)

## Downtown Service Center Facilities

Facility	Service Division	Square Footage
Downtown Car Wash	Equipment	512
Downtown Garage & Stuart Building	Equipment	25,865
<b>Total Building</b>		<b>26,377</b>
<b>Total Site</b>		<b>1.8 acres</b>

The Downtown Service Center is located at 1013 Cherry Street. (Source: City of Fort Worth, 2002.)

## STRATEGIES

The following strategies will enable the City to efficiently provide municipal facilities that best meet the needs of the community:

### Strategies

- Provide facilities that are aesthetically pleasing, sustainable, and environmentally sound.
- Encourage shared facilities by City departments for the provision of services by implementing a review program for all proposed facilities that includes all City service providers.
- When feasible, locate public facilities, schools, parks, libraries and police and fire stations in growth centers.
- Anticipate future needs of the community by identifying and purchasing sites in developing areas that will serve multiple departments in the efficient provision of services.

## PROGRAMS AND PROJECTS

The Harley Service Center is an 11.9 acre site that contains many City facilities and services that require outside storage yards and that function most efficiently when housed together. It is located adjacent to the Cultural District, just west of the Botanic Garden, and serves the entire city. Because of the industrial nature of the complex and future expansion of the Will Rogers Memorial Center, Botanic Garden, and Cultural District, the service center is to be relocated, to the Federal Depot site at 5001 James Avenue. A new parking lot is proposed for the site. A Local Government Corporation (LGC) was established to contract directly with a developer for the project. The LGC has entered into a lease-to-purchase agreement with the City for the completed facility. Also to be relocated to the Federal Depot site is the Equipment Services maintenance facility located at Cherry Street and 13th Street.

### Strategic Technology Plan

In FY05-06 the City's Information Technology Department will publish the *Strategic Technology Plan* that sets technology priorities and goals for 2006-2010. The seven goals in the plan include: ensure quality customer service; streamline and facilitate access to information and services for all constituents; provide mobility of information and services; promote and pursue standardization across all dimensions of information technology and business operations; promote and pursue and enterprise approach to information technology solutions; promote and pursue efficient and effective resource management; and become a best-in-class information technology solutions provider.

### Capital Improvement Projects

The cost to relocate the Harley Service Center is estimated at \$21.4 million. Planning for a new municipal parking garage is underway. A list of these projects, with estimated costs, completion dates, and proposed funding sources can be found in Appendices D and E.

## Brennan Avenue Service Center Facilities

Facility	Service Division	Square Footage
Street District 2 Office & Assembly	Streets	4,500
Brennan Fuel Station	Equipment	1,600
Brennan Garage	Equipment	17,836
Pump Test Facility	Equipment	825
Storage/Paint & Body Shop	Equipment	10,000
<b>Total Building</b>		<b>34,761</b>
<b>Total Site</b>		<b>17.2 acres</b>

The Brennan Avenue Service Center is located at 2500 Brennan Avenue. Most of the facilities at this location are for the repair and maintenance of Fire Department equipment. (Source: City of Fort Worth, 2002.)

## Environmental Collection Center

Facility	Department/Division	Square Footage
ECC	DEM/Water Quality	10,100
<b>Total Building</b>		<b>10,100</b>
<b>Total Site</b>		<b>3.5 acres</b>

The Environmental Collection Center (ECC), located at 6400 Bridge Street, encompasses the Department of Environmental Management's regional household hazardous waste collection facility, which provides collection and recycling of household hazardous waste for citizens of Fort Worth and participating surrounding communities. It also provides collection of hazardous waste for small businesses. (Source: Department of Environmental Management, 2003.)